

MO-CONS-10 Instructions

This MO-CONS-10 is an automated *Microsoft Excel* workbook that populates the documentation information needed for Missouri practice certification. There are 7 worksheets that are associated with the workbook: Instructions, MO-CONS-10; Agronomy; Wildlife; Forestry; Engineering; and Irrigation-Drainage.

The MO-CONS-10 sheet (Figure 1) has “Return” and “Clear all Selections” buttons. This is the sheet that will have the final documentation summary of any practice that is selected. Simply click the toolbar print icon to obtain a printed copy. Click the “Return to ...” button and it will return you to the previously accessed discipline sheet.

Figure 1. Example of the unpopulated form under the “MO-CONS-10” tab.

The screenshot displays the MO-CONS-10 Excel worksheet. The form is titled "Conservation Practice Installation Certification" and is organized into several sections. The top section contains input fields for "Land Owner:", "Farm Number:", "Tract:", and "Comments:". Below these is a table with columns "Field No. (s)", "Practice Item", and "Extent/Quantity". The table is followed by a section for "Landowner/Contractor/Technical Service Provider Signature" and "Date". Below this is a section for "Practice(s) (does) or (does not) meet approved plans, standards and specifications" with a "Date" field. The next section is for "NRCS Employee/SWCD Employee/ Technical Service Provider Signature" and "Date". At the bottom, there are checkboxes for "NRCS (original)", "Cooperator (copy)", and "Contractor (copy)", followed by a note: "Note: Attach necessary field notes, designs, computations, measurements, and quantities to this form." On the right side of the form, there are two buttons: "Return to Agron" and "Clear All Selections". At the bottom of the worksheet, there are tabs for "Instructions", "MOCONS10", "Agronomy", "Wildlife", "Forestry-Rec", "Engineering", and "Irrigation-Drainage". A red arrow points to these tabs with the label "Discipline Tabs".

To populate the MO-CONS-10 sheet, fill in the appropriate client information on the top half. Then click on the appropriate discipline tab (Figure 1) to see the list of practices available (Figure 2). Click the appropriate practice to choose the practice documentation information for the practice or practices being applied. Clicking the “Clear All Selections” button (Figure 1) will clear the form for a new client. All of Missouri’s NRCS approved practices have been placed under one of 5 discipline tabs – Agronomy; Wildlife; Forestry-Rec; Engineering; or Irrigation-Drainage.

In Figure 2, the Agronomy tab has been selected showing the selection of practices available under this tab. Each sheet has colored buttons with a practice name and code. When a practice button is clicked, it will change color and the documentation information will be copied from the Practices Standard

sheet and pasted to the MO-CONS-10 sheet. Click the button again and it will unselect the documentation information.

Figure 2. List of Agronomy/Grassland practices under Agronomy Tab.

	A	B	C	D	E	F	G
1	AGRONOMY / GRASSLAND						
2	Brush Management (314)			Mulching (484)			
3	Conservation Cover (327)			Nutrient Management (590)			
4	Conservation Crop Rotation (328)			Pasture and Hayland Planting (512)			
5	Contour Buffer Strips (332)			Pest Management (595)			
6	Contour Farming (330)			Prescribed Burning (338)			
7	Cover Crop (340)			Prescribed Grazing (528)			
8	Critical Area Planting (342)			Residue & Tillage Mgmt, No Till/ Strip Till/ Direct Seed (329)			
9	Cross Wind Ridges (589A)			Residue & Tillage Mgmt, Mulch Till (345)			
10	Cross Wind Strip (589C)			Residue & Tillage Mgmt, Ridge Till (346)			
11	Feed Management (592)			Residue & Tillage Mgmt, Seasonal (344)			
12	Fence (382)			Stripcropping (585)			
13	Field Border (386)			Surface Roughening (609)			
14	Filter Strip (393)			Use Exclusion (472)			
15	Forage Harvest Management (511)			Vegetative Barrier (401)			
16	Herbaceous Wind Barriers (422A)			Waste Utilization (633)			

To print or view the MO-CONS-10 sheet, click on the “Show MO-CONS-10” button. This will activate the completed MO-CONS-10 sheet for viewing or printing (Figure 3).

To add additional practices go the appropriate discipline tab and repeat the process.

USDA-NRCS		MO-CONS-10
Conservation Practice Installation Certification		
Land Owner:	Bob Ball	August 16, 2006
Farm Number:	123	Date
Tract:	4321	
Comments:	Tree planting for erosion control.	
Information and measurements listed below (or attached) document that the work was completed in compliance with practice plans and specifications. This is based upon check-out of the as-built (applied) practice at the time of construction and/or application.		
Show the extent of the practice(s) completed and, when applicable, an itemization of materials used and installed or activities completed for the listed items and practice(s) shown below. Attach additional sheets when necessary.		
Field No. (s)	Practice/Item	Extent/Quantity
	Tree/Shrub Site Preparation (490)	
7	Total Acres Prepared	10
	Site Preparation Method	herbicides, disking, cultivator
	Land Use	pasture
	Date Applied	8-Aug-06
	Tree/Shrub Establishment (612)	
7	Total Acres Planted	10
	Tree/shrub Species	white oak, black oak, dogwood
	Number Planted	4000
	Row Spacing	10x10; 6x6
	Planting Method	machine
	Protective Measures	weed control - herbicides
	Adequacy of Planting	
	Date Planted	
I certify that the above listed practice(s) was completed according to the NRCS standards and specifications on the field and are identified above. I understand that this practice(s) may be checked at anytime to insure compliance with the NRCS standards compliance with NRCS standards and adequacy of practice installation.		
Landowner/Contractor/Technical Service Provider Signature		August 18, 2006 Date
Practice(s) <input checked="" type="checkbox"/> (does) or <input type="checkbox"/> (does not) meet approved plans, standards and specifications		
NRCS Employee/SWCD Employee/ Technical Service Provider Signature		August 23, 2006 Date
<input type="checkbox"/> NRCS (original) <input checked="" type="checkbox"/> Cooperator (copy) <input type="checkbox"/> Contractor (copy)		
Note: Attach necessary field notes, designs, computations, measurements, and quantities to this form.		

Figure 3. Example of a completed MO-CONS-10 showing 2 practices with needed documentation criteria.